

Town Hall Renovation Committee  
Meeting Minutes December 9, 2008 @ 5:15 PM Howes House

Present for the Committee were: Bea Phear, Kent Healy, Kathy Logue, Ginny Jones, Jim Osmundsen and Chuck Hodgkinson. Bruce MacNelly and Mike Josefek were absent.

Bea opened the meeting at 5:15 PM.

FOLLOW UP REPORTS: Bea briefed the Committee on the following items:

- Mike Josefek is satisfied with Scanlan's agreement to remove and replace the backfill soil with sand around the new foundation as specified.
- Mike J. and Scanlan are exploring several options for a water barrier on the basement vault door. The waterproof crystalline cement has been purchased.
- The Committee unanimously agreed with Mike Josefek's recommendation to add wireless smoke detectors to the wireless heat detectors in the temporary fire alarm system that will be installed during construction. The smoke detectors are more sensitive and will only have a nominal cost.
- Bea confirmed with the CPC that we will have a warrant article on the 2009 Annual Town Meeting warrant for the first \$100,000 installment of CPA historic preservation funds as outlined in the renovation financial plan – at the 2008 Annual Town Meeting.
- Jim O. has asked Cape Light Compact for the amount and payment timing for the energy efficiency grant that was awarded.
- Ceiling light fixtures: The Committee discussed the options and functional needs for the ceiling lighting. It subsequently voted unanimously in favor of installing the ceiling light fixtures with perforated holes.

LANDSCAPE PLAN: Kathy hopes to have a simplified site plan from Doug Hoehn for Carlos Montoya next week. Chuck will set a meeting among Carlos, Bea and Kathy to discuss the site plan and landscape brief on Dec. 18 or 19. The meeting will take place on the town hall site.

INVOICES: The Committee unanimously approved the following invoices to maintain operations. Tight holiday schedules may inhibit the Committee's ability to assemble a quorum for later approvals. Several invoices have conditional approvals as indicated.

- \$560.00: William Scotsman – temporary office trailers.
- \$156.00: William Scotsman – storage.
- \$6,061.07: K&K fee for December services—to be paid at the end of the billing period.
- \$1,193.50: Briggs Engineering – test services.
- \$12,943.00: NStar mandatory fee. Approved pending Mike Josefek's (OPM) approval of NStar's design.
- \$102,590.50: Scanlan "pencil" invoice for November work. Approval is pending K&K's approval of the invoice and if the electrical equipment will be delivered and stored on site – as recommended by M. Josefek.

MINUTES: The 12/2/08 minutes were unanimously approved as amended.

NEXT MEETING: Next meeting: 12/16 @ 5:15 PM Howes House. With no further business to discuss the meeting adjourned at 5:50 PM to attend the Town Holiday party.

Respectfully submitted by Chuck Hodgkinson.  
*Approved 12/30/08*